

Change Implementation

Implementation Update

Project Name: Universal Jobmatch

Reference: IU 015

Date: 8 November 2012

Business:

Pensions	Benefits	Work Services	Contracted Customer Services	Contact Centre Services	Operational Excellence
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Audience:

For all DWP business areas/job roles using the Jobseeker's Agreement

To: CSOMs

From:

[Redacted]
Group Implementation Manager for
Universal Jobmatch

Cc:

Personal details redacted as Section 40 (2) of the Freedom of Information Act applies – Personal Information

Subject: Changes to the Jobseeker's Agreement to coincide with the introduction of Universal Jobmatch and the distribution arrangements for the new version

Action: For you to note and cascade to all staff in your Advisory Services Teams.

Timing: Immediate

Update:

- The purpose of this note is to provide you with details about the:
 - changes to the Jobseeker's Agreement (ES3JP) as a result of the introduction of Universal Jobmatch on Monday 19th November 2012; and
 - distribution arrangements for the new version.

Changes to the Jobseeker's Agreement

- For information, the changes to the Jobseeker's Agreement to reflect Universal Jobmatch are highlighted in the attached copy.
- The main change is to the 'What I will do to identify and apply for jobs' section on page 3. The 'Search **jobseekers.direct.gov.uk** xx

times a week at least.’ tickbox now reads, ‘*Check my Universal Jobmatch account for jobs xx times a week at least.*’

NOTE: A change has not been made to the Jobseeker’s Agreement template on LMS. This means in order to record information in this tickbox you will need complete the ‘JD contact’ field on LMS.

Distribution arrangements

4. Offices will receive initial supplies of the new Jobseeker’s Agreement (ES3JP) by Friday 16th November 2012. Offices should contact [REDACTED] by email [REDACTED] or by telephone [REDACTED] if they have not received their supply by this date.
5. Welsh versions (ES3JPW) will be available to order via Zanzibar from Thursday 15th November 2012. New versions of the Jobseeker’s Agreement for under 18s (ES7JP and ES7JPW) will be available to order from Thursday 22nd November 2012.
6. The new Jobseeker’s Agreement (ES3JP) must be used from Monday 19th November at all New Jobseeker Interviews and for existing claimants at their next Flexible Intervention. Existing copies must be destroyed when Universal Jobmatch is introduced. The other variants of the Jobseeker’s Agreement must be used when received from orders placed.

If you have any queries about this communication, please contact your local change team as follows

Contact Us	OPD Change Team: Universal Jobmatch Change Implementation Team		
	Team Project Lead	[REDACTED]	[REDACTED]
	Telephone	[REDACTED]	[REDACTED]